

JOB POSTING

Festival Event Manager

For over 30 years, the Shakespeare on the Saskatchewan Festival (SOTS) has produced the works of Shakespeare on the banks of the South Saskatchewan River and attracted visitors from across the province, the country, and the world. We strive to create a warm, relaxing, and inviting atmosphere for our patrons so they can truly enjoy their theatrical experience. Our Festival Event Manager will be an integral part of this vision as they will be responsible for overseeing the Front of House of the Festival.

Working under the supervision of the Operations Manager, the Festival Event Manager's duties and responsibilities will include but not be limited to:

- Oversee the Front of House during performances as the manager on duty
- Supervise Front of House, Bar, Box Office, Volunteer staff on a nightly basis
- Work with Front of House staff to coordinate the safety and comfort of the patrons attending the performances
- Liaise with Box Office staff and Stage Management staff to ensure prompt seating of patrons
- Act as the theatre's representative to all audience members, resolving any difficulty with seating or tickets or both, and address any concerns regarding comfort, parking, facilities, etc.
- Accept Treasure Trove fundraiser donations
- Log accurate house counts every performance
- Complete a nightly Front of House Report for senior management
- Coordinate emergency procedures for the festival in conjunction with Stage Management
- Ensure an efficient and effective work flow of all FOH positions
- Assist with Volunteer recruitment, communication, and training as needed
- Assign tasks to volunteers on a nightly basis and monitor volunteers as they complete the assigned tasks
- Assist in coordination of the volunteer and staff appreciation event at the end of the season.
- Prepare a final Volunteer and a final Front of House report, each outlining the scope of work and make recommendations for future seasons
- Other duties as assigned

HOURS OF WORK: Full-time (32-40 hours/week), variable hours

RATE OF PAY: \$14.50/Hour

DURATION: June 24, 2019 to August 23, 2019

APPLICATION DEADLINE: April 15, 2019

Qualifications:

1. Must be 19 years or older as of June 24, 2019
2. Possess excellent organizational, supervisory, and communication skills
3. Have an outgoing personality and a penchant for working with members of the public
4. Availability to work evenings and weekends throughout the summer
5. Possess a Serve-It-Right Saskatchewan (SIRS) certificate or able to complete it prior to start of contract
6. Enjoy working outdoors and able to work in inclement weather
7. First Aid or equivalent training will be considered an asset
8. Previous experience working in administration and/or customer service will be considered an asset
9. Experience working in a supervisory capacity will be considered an asset
10. Post-secondary training in business, finance, and/or theatre will be considered an asset.

This position is subject to SOTS receiving funding through the Canada Summer Jobs Program. In order to be eligible, applicants must be 30 years old or younger. We are interested in submissions from diverse communities as we welcome all voices in our organization. All qualified individuals are encouraged to apply.

Please mail or email resume with cover letter and 2 references to:

Box 1646, Saskatoon, SK S7K 3R8

E-mail: om@shakespearesask.com

Attn: Melanie Rogowski

Email Subject Line: Festival Event Manager 2019

NO PHONE CALLS PLEASE

Applications without a cover letter will not be accepted